

Scoping Meeting Requirements-General Guidelines

1. **Project Overview** (Project Numbers, Mobile Office(if required), Toll Free Number)
2. **Plans and etc.** (Project plans, Plan revisions, Utility concerns and ROW Status Reports)
3. **Appraising**
 - a. Comparable Sales Book Deadline
 - b. Drainage Concerns from structures, buildings, etc into right of way addressed within the appraisal
 - c. Photographs of all buildings acquired-photographs should include front view of subject, side views, rearview, and all rooms inside a residential unit. Several photos of the acquisition should be included all of which attached to the appraisal and RWUMS
 - d. Parcels to be completed first
 - e. Submission of Appraisals
 - f. Appraisal Summary Level
4. **Acquisition**
 - a. Project File Folders
 - b. Payment Summary Batch Checklist (Provide list)
 - c. Minimum Acquisition Review (MAR)-\$10,000 to \$25,000 requirements
 - d. Right of Way Deed (Verbiage, Acknowledgments, Statement Concerning Tax Bill)
Provide actual example
 - e. Revised MOU-01/08 (Phone # & Drainage)
 - f. Separate file folder for MOU's
 - g. Pro Rata Taxes (Letter-provide example)
 - h. Condemnation Process-updated checklist attached to all suits (provide checklist)
 - i. Uneconomic Remnant purchased (separate file for each parcel)
5. **Relocation**
 - a. All owner occupied/tenant occupied and parcels with improvements completed first
 - b. Report on Conceptual Stage/Acquisition Stage Report (which includes all worksheets, relocation project summary, mortgage interest rates, etc.)
 - c. Property owner worksheets (Verify proof of income for low income persons)
 - d. Relocation Packets-RHP owner/tenant (provide cheat sheet)
 - e. Relocation Status Report (Separate from Project Status-Relocation Status Report-when relocation offers are made updated frequently)
 - f. Property Vacated-notify Property Management Agent or Designated Person
 - g. Separate Relocation files.
6. **Administrative**
 - a. Submission of invoices
 - i. PDF of the signed TC 61-408 Pay Estimate
 - ii. PDF of the signed PSC Invoice Form
 - iii. Consultant Monthly Progress Report
 - iv. Scanned copy of the Letter Agreement (applicable only to statewide agreements)
 - v. For Cost Plus a Fixed Fee Contracts include a breakdown of estimated costs
 - vi. For Final pay request, include a copy of the last project chronology memo (final pay request are to be submitted hard copy not electronically)
7. **Property Management**
 - a. Project Summary of Improvements-Salvage Values (provide at meeting)
 - b. Retention of Improvements-requirements, performance bonds (Set by District) and other pertinent information

- c. Vacant Property-consultant responsibility to notify and provide keys
 - d. Pictures of Improvements acquired submitted electronically (all improvements acquired for property management agent)
- 8. Public Meeting (If required)**
- a. ROW Public Information Meeting-required attendees
 - b. Consultant Responsibilities
 - c. Location and Time of Meeting
- 9. Completion of Project**
- a. Right of Way Clearance Date-establish by District (This is prior to the letting date and should be conveyed to the consultant at the scoping meeting)
 - b. Return all completed files to District Office (All files should contain project file checklist inside left folder with appropriate documents checked as complete) *Provide file checklist*

Note: *The scoping meeting is to provide a detailed process in which the Cabinet (District) wishes for the project to progress. It is recommended that all persons involved with a right of way project attend the scoping meeting. Consultant attendees should include the Project Manager, Appraiser, Review Appraiser, all Negotiator's and Relocation Agents. The District attendees should include the Right of Way Supervisor, Property Management Agent, Relocation Agent, Utility Agent, and Design Project Manager.*